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The Comptroller

17 March 1953

Chief, Organization & Methods Service

The O&M Control System

REFERENCE : Outline of subject (attached)

1. The O&M Control system set forth in the attached outline has been established pursuant to the conference with the Deputy Director (A) on 12 March and specific authorization by the Comptroller.

2. This system will provide adequate information about backlog, allocation of effort, progress, productivity and accomplishments so that the Management Officer can: (a) insure that the O&M Staff serves the entire Agency in the most efficient manner; and (b) make adequate reports to higher authority.

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Management Officer

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16 March 1953

The O&M Control System

- A. Purpose:** To establish and maintain a system of reports and records which will provide adequate information about backlog, allocation of effort, progress, productivity and accomplishments so that the Management Officer can: (a) insure that the O&M Staff serves the entire Agency in the most efficient manner; and (b) make adequate reports to higher authority.
- B. Description:** The Control System shall use the following basic forms for purpose indicated:
1. The "Proposal" constitutes a brief written agreement between the organizational unit (customer) and the O&M Service. It sets forth the type of project, brief description (including objectives), designates the starting date and estimates time and effort required.
 2. The "Completion Report" informs customer that project has been finished, states actual time and effort required, outlines immediate results accomplished and suggests future action.
 3. The "Follow-up Report" submitted six months later lists permanent improvements, actions taken since completion of project and suggestions for further action.
 4. The "Current Project Control" presents each week a brief status report on each current project showing starting date, target date for completion, estimated man days required, percentage of completion and brief comment explaining any unusual problems or revision in estimates.
 5. The "Backlog Control" presents an accumulative list of all projects that have been requested by, or directed for, organizational units and sets forth requested starting date, estimated completion date and man days required together with revised estimates on above factors with brief explanatory comment.
 6. The "Manpower Control" presents a continuing review of staff assignments and availability.
 7. The "Weekly Progress Report" presents a brief analysis of the Current Project, Backlog and Manpower Controls and descriptive information about progress and special problems of the O&M Service.

C. Operation: The Control System shall operate as follows:

- 1. The Assistant Management Officers shall complete:**
 - a. "Proposal" on all current projects in their respective areas. Proposals on projects started prior to 16 March do not need to be signed by the organizational unit where it is deemed inadvisable to do so.
 - b. "Proposal" on all new projects requested by, or directed for, an organizational unit in their respective areas.
 - c. "Completion" and "Follow-up" reports on all projects completed in their areas after 16 March 1953.
- 2. The Secretary of the Management Board shall supervise:**
 - a. Establishment and maintenance of the "Project Book" for the Management Officer. This book shall contain copies of "Proposals" on all current and backlog projects filed according to area.
 - b. Establishment and maintenance of a file on each project undertaken by the OAM Service. This file shall contain a copy of the "Proposal" together with all subsequent revisions and reports pertaining thereto, including a list of staff personnel who worked on the project.
 - c. Submission of "Proposal" and all subsequent reports.
 - d. Preparation of the "Current Project", "Backlog", "Manager" controls, "Weekly Progress" and such other reports as may be required by the Management Officer.
- 3. The "Management Board", consisting of the Management Officer, Assistant Management Officers and Secretary shall meet every Monday at 9:00 and Wednesday at 4:00 to review work allocation, progress, accomplishment and discuss management policies and practices.**
- 4. The "Management Staff" including all personnel assigned to or in training with the OAM Service shall meet regularly at 4:00 on the first Tuesday of each month for indoctrination, review and instruction.**
- 5. The Management Officer shall have a weekly conference with the Comptroller at 4:00 each Thursday (or other convenient hour) to submit and discuss the Weekly Progress Report, the Project Control, to review the Project Book and to discuss management matters affecting the Agency.**